

Rio Hondo Community College District

**Curriculum Committee
Minutes**

Wednesday, October 26, 2016 Board Room

Voting Members Present: Ryan Bronkar; Brian Brutlag; Janet Cha; Marius Dornean; Alex Gardos; Rose Gaw; Mike Hinze; Mark Littrell; Janine Livingston; Ea Madrigal; Judy Sevilla-Marzona; Moises Mata; Jim Newman; Dorali Pichardo; Michele Pilati; Elizabeth Ramirez; Jay Ribaya; Mike Slavich; Mariano Zaro

Voting Members Absent: (ASB Representative); Sharon Bell; Patti Luna; Gerry Wallace

Non-Voting Members Present: Rose Sanceda

Guest: Kathy Burdett

I. MOTION:

Approval of the minutes for the meeting on October 19, 2016

It was moved by Alex Gardos; seconded by Brian Brutlag.

Approved Not Approved Tabled

II. ACTION ITEMS:

A) Approval of Consent Agenda:

It was moved by Alex Gardos; seconded by Jay Ribaya, and approved by the Committee to approve items **1617-53 through 1617-60:**

- 1.) **Course Change**
Item 1617-53 **ACCT 201: Intermediate Accounting I**
Delete from Catalog
- 2.) **Course Change**
Item 1617-54 **ACCT 202: Intermediate Accounting II**
Delete from Catalog
- 3.) **Course Change**
Item 1617-55 **BUSL 220: Business Law**
Delete from Catalog

- 4.) **Course Change**
Item 1617-56 **CD 128: Child Growth and Development**
During the School Years
Delete from Catalog
- 5.) **Course Change**
Item 1617-57 **CIT 042,060,100A,100B,104,105,108,110,**
112,115,116,145,161,162,163,187,194
Delete from Catalog
- 6.) **Course Change**
Item 1617-58 **MGMT 050: Business English**
Delete from Catalog
- 7.) **Course Change**
Item 1617-59 **MGMT 070: Customer Service**
Delete from Catalog
- 8.) **Course Change**
Item 1617-60 **MGMT 072: Professionalism in**
Business
Delete from Catalog

Approved Not Approved Tabled

Action Needed: Originators of the above courses will be informed that all programs which are affected by these deletions will need to be revised through the curriculum process as well.

B) Second Readings:

It was moved by Alex Gardos; seconded by Mike Slavich, and approved by the Committee to approve items **1617-38 through 1617-52** as a group:

- 1.) **Course Revision**
Item 1617-38 **EDEV 027: Strategies for Career Success**
New Advisory: EDEV 020
Revise content and update text.
- 2.) **Course Revision**
Item 1617-39 **EDEV 027L: Strategies for Career Success Lab**
New Advisory: EDEV 020
Description Change
Revise content and update text.
- 3.) **Course Revision**
Item 1617-40 **ENGL 030W: Writing Workshop**
Revise content and update text.

- 4.) **Course Revision**
Item 1617-41 **ENGL 035 or ENGL 035 A, B, C: Intermediate Composition for Developing Writers**
Description Change
Revise content and update text.
- 5.) **Course Revision**
Item 1617-42 **ENGL 035W: Writing Workshop**
Description Change
Revise content and update text.
- 6.) **Course Revision**
Item 1617-43 **ENGL 131: Creative Writing**
Description Change
Revise content and update text.
- 7.) **Course Revision**
Item 1617-44 **KIN 297: Advanced Athletic Training**
Revise content and update text.
- 8.) **Course Revision**
Item 1617-45 **LIT 140: Introduction to the Novel**
Revise content and update text.
- 9.) **Course Revision**
Item 1617-46 **LIT 140H: Introduction to the Novel Honors**
Revise content and update text.
- 10.) **Course Revision**
Item 1617-47 **LIT 145: Introduction to the Short Story**
Revise content and update text.
- 11.) **Course Revision**
Item 1617-48 **LIT 145H: Introduction to the Short Story Honors**
Revise content and update text.
- 12.) **Course Revision**
Item 1617-49 **SOC 116: Introduction to Race and Ethnic Relations**
Revise content and update text.
- 13.) **Course Revision**
Item 1617-50 **SOC 127: Introduction to Criminology**
Revise content and update text.
- 14.) **Request to Offer a Course via Distance Education**
Item 1617-51 **KIN 194: Introduction to Kinesiology (ONLINE)**

**15.) Degree Change
Item 1617-52**

A.S. – Environmental Technology
Elective Course Additions

Approved Not Approved Tabled

It was moved by Ryan Bronkar; seconded by Mark Littrell, and approved by the Committee that until it is discovered that there is legislation requiring *three separate motions* (1. initial discussion regarding the course, 2. content, and 3. preparation) when considering a new course or a course revision, going forward the Rio Hondo Curriculum Committee will have *just one motion* when considering a new course or a course revision in which discussion about the course in general, its content and the preparation will all be discussed and voted on.

Approved Not Approved Tabled

C) First Readings:

**1.) Course Revision
Item 1617-61**

ACCT 090: Introduction to Accounting
Number Change: TO: ACCT 100
Transfers To: CSU
Description Change
Revise content and update text.

It was moved by Alex Gardos; seconded by Ea Madrigal.

Approved Not Approved Tabled

**2.) Course Revision
Item 1617-62**

ACCT 096: Volunteer Income Tax Assistance Program I
Number Change: TO: ACCT 108
Transfers To: CSU
Revise content and update text.

It was moved by Mike Slavich; seconded by Alex Gardos.

Approved Not Approved Tabled

3.) Course Revision

Item 1617-63

ACCT 097: Volunteer Income Tax Assistance Program II

Number Change: TO: ACCT 109

Transfers To: CSU

Prerequisite Change: TO: ACCT 108 (formerly 096)

Description Change

Revise content and update text.

Correction Needed: Revise Advisory to “ACCT 108 (formerly 096)”.

It was moved by Mark Littrell; seconded by Alex Gardos.

Approved Not Approved Tabled

4.) New Course

Item 1617-64

ACCT 101H: Financial Accounting Honors

Units: 4

Hours: 72 Total Lecture

Prerequisite: ENGL 101 with a grade of “C” or better

Advisory: MATH 050 or MATH 050D or MATH 053 or appropriate assessment; READ 023 or appropriate assessment; MGMT 052; ACCT 100 (formerly 090)

Correction Needed: Revise Advisory to “ACCT 100 (formerly 090)”.

It was moved by Jannine Livingston; seconded by Mark Littrell.

Approved Not Approved Tabled

5.) Course Revision

Item 1617-65

ACCT 103: Payroll Accounting

Description Change

Revise content and update text.

It was moved by Mark Littrell; seconded by Jannine Livingston.

Approved Not Approved Tabled

- 6.) **Course Revision**
Item 1617-66 **ACCT 299: Directed Study in Accounting**
Revise content and update text.

It was moved by Alex Gardos; seconded by Mark Littrell.

Approved Not Approved Tabled

- 7.) **Course Revision**
Item 1617-67 **ENGL 030: Introductory Composition for Developing Writers**
Revise content and update text.

It was moved by Alex Gardos; seconded by Mike Slavich.

Approved Not Approved Tabled

- 8.) **Course Revision**
Item 1617-68 **KIN 290: CWE/Internship for Athletic Training Related Fields**
Revise content and update text.

Correction Needed: Possible Unit change to 1-4 units

It was moved by Alex Gardos; seconded by Rose Gaw.

Approved Not Approved Tabled

III. **UNFINISHED BUSINESS:**

IV. **DISCUSSION ITEMS/ATTACHMENTS**

Background Information regarding motion by Ryan Bronkar:

Past practice has been that when considering a Course Revision or a New Course for a Curriculum meeting three separate motions were required. The first motion considered the course, the second considered the content and the third considered the preparation. The reason this practice was followed was because there was an understanding that the Curriculum Committee was following some regulation in Title V. After looking for such a regulation in the Title V requirements, the Program and Course Approval Handbook (PCAH) and the Spring 2016 paper entitled Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates no such reference to this practice was found. In addition, Ryan Bronkar had a discussion about this issue with Michelle Sampat who is the current Curriculum Chair at Mt. Sac. and who is also a representative from the statewide Academic Senate. Michelle conducted a breakout session on Topics for New(er) Curriculum Chairs, Specialists and Administrators at Mt. Sac. on Saturday October 22, 2016 at the Regional Curriculum Meeting. When Ryan asked Michelle if there were Title V requirements mandating three separate motions for these items mentioned above,

she said no and that this must be just a local decision for how Curriculum is approved. To her knowledge there was no such Title V requirement. When the Mt. Sac. Curriculum Committee has meetings to review new courses or course revisions only one motion is put to the Committee.

It should be noted that in the "Red Notebook" there was a reference to this practice and a statement that it was required by Title V, but there was no specific area in Title V to which this practice referenced. If there is legislation discovered in the future requiring three separate motions as was believed, then the Rio Hondo Curriculum Committee must necessarily return to this practice, but in the meantime one motion will suffice.

V. ADJOURNMENT

The meeting adjourned at 11:57a.m.